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| **Minor Award Name** | Personal Effectiveness |
| **Minor Award Code** | 3N0565 |
| **Level** | 3 |

If you have suggested additions, or you find that some links are not working, please email [resourcelist@fess.ie](mailto:resourcelist@fess.ie)

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| What is Personal Effectiveness | Web Based – Word Document Download | Looks at: What does personal effectiveness mean to you? Personal effectiveness and self-confidence, Qualities of Personal Effectiveness. What is self and personal effectiveness growth? Includes questions for the learner to fill in a various work sheets relating to the above sub-topics. *Note: even though the material is focused towards a Level 4 they still cover the fundamental elements of Personal Effectiveness.* | Compiled by Lillian Doyle. Fetac Sources.com | <http://www.fetacresources.com/fetacresources/filemgmt/index.php?id=271> |
| Identifying Personal Resources for the community, Learning Environment and workplace. | Book | Skills for Success explores personal resources required by today's employers, such as:   • effective self-management and self-awareness • team-working skills • emotional intelligence • a reflective practitioner approach • problem-solving and task management • creative thinking skills. | Stella Cottrell | <https://he.palgrave.com/page/detail/?sf1=barcode&st1=9781137426529> |
| Activities Work Sheets and Notes | Notes focus on the following: identifying personal and material resources. Worksheet used by students to identify their personal resources. | Milwaukee Public Schools Chief Academic Office 2015 | <http://mps.milwaukee.k12.wi.us/MPS-English/CAO/Documents/PBIS/HS-Attendance-SAIG-Lesson-2-Identifying-Resources.docx> |
| Booklet - Pdf | This guide looks at employability skills, attitude and essential skills. Each section of the guide includes links to worksheets. | Manitoba Care Development Service Canada | <http://www.manitobacareerdevelopment.ca/CDi/docs/success_workplace.pdf> - Section 1 pg. 6-9 |
| Online worksheets | Helps students identify their employability skills: **Employability Skills 2000+**  These are the skills required to enter, stay in, and progress in the world of work - whether working on own or as a part of a team. These skills can also be applied and used beyond the workplace in a range of daily activities.  Students can rate themselves against the skills employers require in today's workplace. There are 49 questions. Approximate time to complete: 5 minutes | Service Canada | <https://www.jobsetc.gc.ca/toolbox/checklists/employability.jsp?lang=e>. |
| Exploring  strengths, talents, goals, values, challenges, abilities and the following skills: communication, assertiveness,  time management, and areas for improvement | Online Worksheets and Notes | Career Portal Offers a wide variety of printable worksheets and specific notes on various aspects of skill development.  Use the exercise on this downloadable worksheet to discover the most sought after skills needed to get jobs in the modern workplace. | Career Portal | <http://www.careersportal.ie/pdfs/careerskills.pdf> |
| Online Exercises | Students can use the exercise on this downloadable worksheet to identify what their interests are. This exercise takes no more than 10 min to complete and can help identify what career interest groups students are most interested in. | <http://www.careersportal.ie/pdfs/community_project_exercise.pdf> |
| Work Values  This brief exercise helps to clarify values according to six commonly used categories. | <http://www.careersportal.ie/pdfs/ValuesQ.pdf> |
| Creating a Personal Learning Plan (PLP) | Web Site | This site contains various aspects of Personal Learning Planning e.g. Learning goals, tasks involved, sequence of tasks, resources required, supports available, personal roles and responsibilities, key health and safety issues, estimate of timeframe, implementation of the plan, review and evaluation. | Education Glossary.org | <http://edglossary.org/personal-learning-plan/> |
| Goal Setting | Website/Toolkit and worksheets | This online workbook/toolkit looks at the following: Setting Goals, setting timeframes, exploring feeling about goals, revisiting / showing progress of set goals. Includes teacher notes and student worksheets. | Colorado State Board of Education | <http://www.kyae.ky.gov/NR/rdonlyres/CF812CA4-EB61-4B3C-98BD-BD6DF044AF42/0/AdultLearnerGoalsToolkit.pdf> |
| Website: Tutor and Student Notes and Worksheets | The training manual includes: Unit 1: ‘Time’ phenomenon and its value  personal effectiveness analysis, personal obstacles for effective time management  Goal setting , priorities setting,  effective planning , ’Time thieves’ and how to deal with them, first steps into personal time management | Advalue project.eu | <http://www.advalue-project.eu/content_files/EN/33/AdValue_Personal_Effectiveness_EN.pdf> |
| Learning Styles | Web Site: Notes and Questionnaire | VARK ‘tells you something about yourself that you may or may not know. It can be used to understand your boss, your colleagues, your parents, your workmates, your partner, your customers, your teacher, your relatives, your clients and yourself.’ It is a short, simple inventory that has been well-received because its dimensions are intuitively understood and its applications are practical. It has helped people understand each other and assists them to learn more effectively in many situations.  Students can take the VARK Quiz. | VARK.com | <http://vark-learn.com/the-vark-questionnaire/> |
| Communication – Personal Effectiveness | Web Site | This web site gives an overview of the importance of effective communication in the community and workplace. | Skills You Need.com | <http://www.skillsyouneed.com/ips/improving-communication.html> |
| Online Quiz/ Printable Worksheet.  Video | Online quiz that tests a student’s knowledge of Effective Communication in the workplace. | Study.com | <http://study.com/academy/practice/quiz-worksheet-impact-of-communication-in-the-workplace.html> |
| This site discusses effective communication. | <http://study.com/academy/lesson/the-communication-process.html> |
| Team Working – Personal Effectiveness | Websites: Printable Lessons, Tutor Notes and Worksheets | These worksheets and notes cover the following topics: How good teamwork benefit projects; Why good communication, leadership, and time management skills are useful in building good teamwork skills.  Students can look at ways to improve communication, leadership, and time management skills, Three aspects of active cooperation. | Money Instructor.com | <https://www.moneyinstructor.com/lesson/teammember.asp#LESSON_PRINTABLE_MATERIALS_-_WORKSHEETS> |
| Guide on how to be an effective Team Member | Effective Meetings.Com | <http://www.effectivemeetings.com/teams/teamwork/effective.asp> |
| Health and Safety: Personal Effectiveness | Web Site/ Booklets | The web page looks at the importance of health and safety to include the Economic, Legal and Moral Reasons for H&S | Health and Safety Authority | <http://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/> |
| Evaluating Learning | Website and Printable Worksheets | Evaluation of learning worksheets | MIT | <http://tll.mit.edu/help/assessment-and-evaluation> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Coaching Positive Performance | <http://www.coachingpositiveperformance.com/6-core-benefits-personal-development/> |
| Mind Tools | <https://www.mindtools.com/page6.html> |
| FETAC Resources | <http://www.fetacresources.com/> |
| University of Waterloo, Canada | <https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/tips-students/being-part-team/teamwork-skills-being-effective-group-member> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | https://www.mooc-list.com/ |